



## SHUTDOWN PLAN

# NATIONAL COUNCIL ON DISABILITY

Approved: *Aaron Bishop* Date: 3-31-11  
Executive Director – Aaron Bishop



## National Council on Disability

An independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

### Agency Shutdown Plan

1. **PURPOSE:** To outline Agency policy guidance and instructions for actions to be taken when Congress fails to enact either regular appropriations, a continuing resolution, or needed supplemental, resulting in an interruption of fund availability.

In the absence of appropriations:

- Federal officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.
  - Federal officers may incur obligations as necessary for orderly termination of an agency's functions, but funds may not be disbursed.
2. **SCOPE:** This plan applies to all personnel including private citizen Presidential appointees.
  3. **POLICY:** In order to execute an orderly shutdown, the following information is provided:
    - Estimated time to complete shutdown: One half-day.
    - All staff may report to work for up to one half day after the commencement of the shutdown to: set out of office messages and execute shutdown procedures.
    - Number of on-board full-time employees prior to execution: 8
    - Number of on-board part-time Presidentially appointed and Senate confirmed appointees prior to execution: 13
    - Number of full-time employees retained under plan: 0
    - Number of part-time Presidentially appointed and Senate confirmed appointees retained under plan: 13
    - Director of Operations and Administration (DOA), on behalf of the Executive Director, will notify OMB that shutdown procedures have initiated.
    - DOA will notify building management of shutdown status.
    - DOA will notify all agency full-time personnel and part-time Presidential appointees of shutdown status and will initiate action to issue furlough notices and other instructions as appropriate to full-time personnel.
    - DOA will direct Contracting Officer's Representatives to notify agency contractors of shutdown status and other instructions as appropriate.
    - There are three (3) contracts that that will cease operation during the shutdown period.
    - There are eight (8) contracts that will continue work because they are either multiyear contracts or are not funded with fiscal year 2011 appropriated dollars and require minimal supervision in order to continue.

- DOA and the Information Technology and Website Contractors will ensure servers and other IT equipment are secured. Such support will be intermittent with minimal supervision needed however they will incur costs.
- DOA will notify agency personnel and private citizen Presidential appointees when the funding interruption is resolved.

#### 4. REFERENCES:

\*OMB Circular No. A-11 (2010), Section 124, pgs. 1-2

\*OPM Guidance and Information on Furloughs,

<http://www.opm.gov/furlough/furlough.asp#Appendix>

\*CRS Report - Shutdown of the Federal Government: Causes, Processes and Effects (CRS RL34680) Feb 18, 2011 - Clinton T. Brass

\*Office of Legal Counsel 1995 Opinion - Government Operations in the Event of a Lapse in Appropriations (Aug. 16, 1995)

\*Anti-Deficiency Act statutes

- 31 USC 1341 and 1342

- GAO Appropriations Law manual pages on Anti-Deficiency Act

5. REVIEW: This Agency Shutdown Plan has been prepared and reviewed by the undersigned. It complies with guidance provided in the reference documents and was submitted to the Executive Director for approval.

Prepared and Recommended for Approval:



Lisa Grubb

Director of Operations and Administration  
National Council on Disability

3/31/11

Date: